

DEPARTMENT OF RADIOGRAPHY

MENTORSHIP: Shakira Naidoo

Some Guidelines and Checklist for Prep for subjects & 1st visit to classroom:

ITEM	TASK – Mentor to check before handed to students	DONE
Year Planner & timetables	<ul style="list-style-type: none"> ➤ Have been amended – ensure students have correct tt. 	
Learner Guide	<ul style="list-style-type: none"> ➤ Printed and handed to students 	
Schemes of Work (SOWs)	<ul style="list-style-type: none"> ➤ Doublecheck against Year Planner + Mentor to check 	
Assignment Topic	<ul style="list-style-type: none"> ➤ Prescribed within the learning areas for level of study ➤ Guidelines for assignment outcomes + rubric/marksheet 	
Lesson Plans	<ul style="list-style-type: none"> ➤ Outline classroom activities 	
Lecture handouts	<ul style="list-style-type: none"> ➤ Handouts for students for different learning areas 	
Laptop & Projector	<ul style="list-style-type: none"> ➤ Each classroom has a projector. Remote and laptop can be obtained from front office and returned when finished. 	
Practicals	<ul style="list-style-type: none"> ➤ If subject has practicals– remember to group students for practicals + add to Prac SOW. N.B. ➤ Talk with Bronwin – re:Pracs 	
Assessments	<ul style="list-style-type: none"> ➤ Tests to be set 2 - 3 weeks before test dates → give to Andile for typing & safe storage. ➤ Shredding happens 1 – 2 weeks before test, where dept sits as a panel to review papers. ➤ Amended paper given to Andile for corrections. ➤ Final paper doublechecked by examiner after corrections – to be handed to Andile for copying and kept in safe. ➤ Marking – within 10 days and sent to moderator. ➤ Feedback given to students thereafter. ➤ Marks given to Andile for capturing on ITS. ➤ Examiner report must be done for each assessment. ➤ Moderator report to be completed by moderator. 	
WIL	<ul style="list-style-type: none"> ➤ Be mindful of 2nd years being in WIL. At a later stage – coordinate 2nd year WIL. 	
Personal TT	<ul style="list-style-type: none"> ➤ Shows contact time and lecture prep, student consultation, research time, etc. 	
More to come.....		

Compiled by: Rosh Sunder - MENTOR